



Item No.	Name of Item	Qty	Brand Name, Model or Style, Other Description	Serial No or Marking	Date Acquired	Value	Date/Initial of individual verifying/recording prop

**QUARTERLY UPDATE RECORD**

DATE	INITIAL OWNER/VERIFYING OFF	DATE	INITIAL OWNER/VERIFYING OFF	DATE	INITIAL OWNER/VERIFYING OFF	DATE	INITIAL OWNER/VERIFYING OFF